

SAFER VIDEO CONFERENCING

1. Ensure that meetings are password protected.
2. Verify participant attendance before commencing.
3. Remove unidentified participants.
4. Avoid screen sharing unless necessary.
5. Avoid sharing links to the meetings unless authorised by the host.
6. Be aware of your surroundings.
7. Use a webcam cover.
8. Where possible, avoid video conferencing with persons you have not met.
9. Avoid saving your credentials and remember to log out when you have finished.
10. Do not proceed if things do not seem right.

